	APOLLO HOSPITALS, SECUNDERABAD	AAC – 02a
		Issue: C
	POLICY ON REGISTRATION	Date: 06-01-2017
		Page 1 of 3
PREPARED BY:  Dy.Medical Superintendent		APPROVED BY:  Chief Executive Officer

### 1.0 Purpose:

To have written guidelines to facilitate the registrations of patients at Apollo Hospitals, Secunderabad.

### 2.0 Scope:

The scope encompasses all the patients at Apollo Hospitals, Secunderabad.

### 3.0 Responsibility:


Hospital Administrator, Depty. Medical Superintendent, Manager – Operations, Executive and staff in the registration counter

### 4.0 Policy:

4.1. All patients to be registered for treatment irrespective of race, color, religion, financial class and national origin.

4.2. Registration of patients to Apollo Hospitals, Secunderabad is limited to the medical specialties approved by the Management.

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	APOLLO HOSPITALS, SECUNDERABAD		AAC – 02a
			Issue: C
	POLICY ON REGISTRATION		Date: 06-01-2017
			Page 2 of 3
PREPARED BY:		APPROVED BY:	
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## 5.0 Procedure:

5.1 Apollo Hospitals, Secunderabad, registers all the patients presenting themselves for care at the registration counter and then assessed by the Consultant.

5.2 All patients can register under the consultant of their choice pertaining to the medical specialty of their complaints. In case patients do not have a choice of consultant, then they shall be registered under the consultant on call or the available doctor of that specialty.

5.3 The duty roster for all the specialities is approved by the Dy.M.S.in conjunction with the Hospital Administrator and Dy.M.S and is available at the registration counter (Wings- first floor).

5.4 Provision of screening by an Emergency Medical Officer is available for patients who are unable to decide the doctor/specialty required for their complaints.

5.5 A Unique Hospital Identification Number (**UHID NO**) is allotted for the new registration and the patients are advised to use the UHID No. as a reference during their subsequent visit to the hospital.

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	APOLLO HOSPITALS, SECUNDERABAD	AAC – 02a
		Issue: C
	POLICY ON REGISTRATION	Date: 06-01-2017
		Page 3 of 3
PREPARED BY:		APPROVED BY:
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5.6 In case of foreign patients, passport and visa are verified and a copy of the same is filed in the medical case record.

5.7 All the staff at the registration desk is trained adequately to handle the registration procedure.

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